



Job Announcement
Northern Virginia EMS Council
7250 Heritage Village Plaza, Suite #102
Gainesville, VA 20155
www.northern.vaems.org

Administrative Assistant

Part-Time 20-35 hours/week
Daytime Monday – Thursday
Flexible schedule
Hourly rate based on qualifications and experience
Open until filled

The Administrative Assistant, a member of the support staff, is responsible to the Executive Director for the efficient operation and management of the Council's business office. Specific duties include, but are not limited to the following:

1. Establish and maintain appropriate non-financial files and records relevant to Council activities and business.
2. Ensure that expendable office supplies are procured and available in sufficient quantities to meet normal needs.
3. Ensure that all office equipment is properly maintained and serviced.
4. Draft purchase orders and routine correspondence.
5. Attend all meetings of the Council Board of Directors and other meetings of committees/groups as directed by the Executive Director.
6. Record minutes of the Council Board of Directors and other committee meetings.
7. Type correspondence, reports, studies, minutes of meetings, etc., as required and ensure that proper distribution is affected.
8. Assist with coordination and implementation of Consolidated Testing Sites for Virginia OEMS Psychomotor Examination.
9. Maintain current rosters of the Council, related committees and appropriate mailing lists.
10. Ensure that telephones are properly answered and/or messages relayed.
11. Ensure that incoming correspondence is properly processed and routed.
12. Maintain records of changes and update the EMS Resource Directory each year.
13. Organize, direct and supervise the work of clerk typists who may be employed on a full time, part time, or temporary basis.

14. Maintain a current reference library of publications and directives concerning EMS operational policies and practices in the Commonwealth and region.
15. Maintain clipping/file system of all newspapers, periodicals, etc.
16. Assists Board directors, committee chairpersons and members in managing their Council calendars.
17. Assists with the writing and preparation of proposals and educational and public relations materials.
18. Prepare instructions and manuals for the effective administration and management of the NVEMSC organization as prescribed by the Executive Director.
19. Coordinate the initial review of reports, studies, correspondence and other documents prepared by the staff and recommend appropriate changes to conform to established criteria and policies, prepare reports and correspondence related to assigned functions and as directed by the Executive Director.
20. Maintain effective liaison with organizations and personnel active in providing emergency medical services related to assigned functions.
21. Perform such other duties and tasks as delegated by Directors or Executive Director.

QUALIFICATIONS DESIRED:

Five years of progressive EMS experience with an EMS agency. Must demonstrate a thorough knowledge of written and verbal skills. Possess typing skill, knowledge of business correspondence and ability to operate office-related equipment. Personal computer experience including familiarity with Microsoft Office Suite applications. Must demonstrate a thorough knowledge of written and verbal skills.

The Administrative Assistant position is classified as an Administration and Office Specialist I — pay band 1 under the Commonwealth of Virginia Compensation plan.

Send resume and desired hourly rate to craig@vaems.org